

Columbus Recreation Center Gym Policy:

Must Read Before Reserving the Gym:

Memorandum

Subject: POLICY FOR COLUMBUS RECREATION CENTER RESERVATION AND RENTAL

From: Commanding Officer, USCG YARD

To: All Baltimore area Coast Guard Commands

Date: 03January 2006

Reply to Attn. of: MWR MSD-152, John Earles, 410-636-3226

1. The purpose of this memorandum is to advise members of the Coast Guard Yard community of the policies and procedures for the rental and reservation of The Columbus Recreation Center.

2. Use of the Columbus Recreation Center is primarily for the benefit of active duty and retired military personnel and their family members, Reserve Component personnel, Coast Guard civilians and contractors employed at this installation.

3. The administration, management, and reservation procedure is the responsibility of the Morale, Well-Being and Recreation Division, Columbus Recreation Center Office, building 143, (410) 636-7497.

4. Eligibility priorities for reservations, based on a first-come, first-served basis within each category are as follows:

- a. Baltimore area Coast Guard active duty military and family members, 90 days prior to reservation date.
- b. Baltimore area Coast Guard civilian employees, 60 days prior to reservation date.
- c. DOD active duty military and family members, reservists, 30 days prior to reservation date.

5. Reservation procedures

a. Reservation information and availability of the Columbus Recreation Center may be obtained by contacting the Columbus Recreation Center manager, 410-636-7497. Reservations may be made in person or by calling the Columbus Recreation Center Manager at 410-636-7497.

b. Fees must be paid and a Rental Reservation form must be completed upfront on the day reserved.

c. The renter is responsible for the proper care of the equipment, compliance with all rules and regulations, and any damage to government equipment or property.

d. Reservations will be accepted from authorized individuals (as indicated in paragraph 2), and the spouses of active duty, Reserve Component, and retired military

personnel. Spouses of Coast Guard civilians are not authorized to make reservations. Coast Guard personnel will not be permitted to make reservation for non-Coast Guard Baltimore area Command groups to avoid paying the appropriate fees. Renters found in violation of this policy will be required to pay the full amount and will lose future reservation privileges.

e. The renter and an authorized representative of the Columbus Recreation Center will inspect rental equipment. All discrepancies will be noted prior to departure of the area. Check out and check in times will coincide with the normal hours of operation at the Columbus Recreation Center. Monday thru Friday 0600-2100; Saturdays, Sundays and Holidays 1000-2100.

6. Cancellations: Reservations canceled at least 10 days prior to the reservation date will be refunded; thereafter, refunds will be made only if the item is re-booked. All cancellations must be made in writing at least ten days prior to the reservation date. A \$10.00 administrative fee will be charged for all cancellations. Patrons requesting cancellations within ten days of the reservation period will receive a voucher for the amount of the deposit.

7. Refunds: All monetary refunds will be paid by check from the MWR office and received by the patron within 30 days.